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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Request for one Position Increase in the Personnel Ceiling of the Office of Communications

REFERENCES : Memorandum for Assistant Director for Communications Subject: Request for Communications Technician (Cryptographic) for [redacted] from Chief, Near East and African Division, dated 22 July 1954 (Tab A). 25X1A

Memorandum for Deputy Director (Plans) Subject: Request for Additional Position for the [redacted] from Executive Officer, Office of Communications, dated 9 August 1954 (Tab B). 25X1A

Memorandum for Deputy Director (Administration) Subject: Request for Increase in Personnel Ceiling. From Assistant Director for Communications dated 4 October 1954 (Tab C).

Memorandum for Deputy Director (Administration) Subject: Request for Single Position Increase in Comms Ceiling. From Chief, Management Staff, dated 12 October 1954 (Tab D).

Memorandum for Chief, Management Staff, Subject: Request Increase in Personnel Ceiling for the Office of Communications from Chief, Budget Division dated 10 November 1954 (Tab E).

Memorandum for Chief, Management Staff, Subject: Request for Increase in Personnel Ceiling from Assistant Director for Personnel dated 15 November 1954 (Tab F).

1. The subject request proposes a one position increase in the Office of Communications T/O in order to adequately staff the [redacted] Field Station. All concerned (NEA Division, Comms, DD/P Admin, et al) recognize the operational need for an incumbent to do the job (See Tab A). 25X1A

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2. However, the Office of Communications is unable to provide such a position due to the fact that its present ceiling limitation has been reached (See Tab B).

3. According to the Chief of Administration, DD/P the Clandestine Services is also unable to provide ceiling for this position (See Tab B). This stand is taken by DD/P Admin notwithstanding the fact that the AD/P Monthly Statistical Review indicates that during the first quarter of the current fiscal year the Clandestine Services has consistently maintained approximately 300 vacancies under its ceiling.

4. In view of the obvious operational need for this position and in light of the information contained in paragraphs two and three above, it is recommended that an increase of one position over and above the present Office of Communications ceiling be authorized.

5. Inasmuch as the FY 55 and FY 56 budget of the Office of Communications contains no provisions for such additional staffing, authority should also be given for the utilization of unvouchered funds available in the FY 55 and FY 56 comms budget necessary to finance the additional costs.

SIGNED

[redacted] 25X1A

Chief, Management Staff

Attachments:
Tab A - Memo to AD/C fm C/NEAA Division-
Tab B - Memo to DD/P fm Office of Communications - Concurrence of DD/P - 25X1A
Tab C - Memo to DD/A fm [redacted] 25X1A
Tab D - Memo to DD/A from Chief, MS-
Tab E - Memo to Chief, MS fm [redacted]
Tab F - Memo to Chief, MS fm AD/P-

APPROVED: (Recommendations in Paragraphs 4 & 5, above) 7 Dec 54

/S/
L. K. WHITE
Deputy Director
(Administration)

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